

VIRGINIA:

IN THE CIRCUIT COURT OF THE CITY OF ALEXANDRIA

\_\_\_\_\_  
(Plaintiff)

v.

Civil Case No. \_\_\_\_\_

\_\_\_\_\_  
(Defendant)

**PRAECIPE - CIVIL MOTIONS DAY**  
**DURING COVID-19**

Please place the above case on the MOTIONS DAY docket for \_\_\_\_\_, 20\_\_ at  
10:00 a.m. The title of the motion(s) is (are) \_\_\_\_\_

**Mandatory Remote Hearing Notices:**

- a. **The matter will be heard remotely via Microsoft Teams; and**
- b. **Opposing counsel/party will receive an email from the Court two (2) days prior to the Motions Day hearing. The Court's email will include a link to the Microsoft Teams meeting and a telephone number to be used by those participants who do not have internet access."**

My email address is \_\_\_\_\_.

Email addresses for non-moving pro se party or counsel is \_\_\_\_\_.

Email addresses for all interested parties are \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_.

I hereby certify that Notice of the foregoing praecipe has been delivered/mailed to

\_\_\_\_\_ [name of non-moving pro se party or counsel]

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Name of Pro se moving party or counsel]

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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**INSTRUCTIONS**

- A. FILE PRAECIPE, MOTION and REQUIRED DOCUMENTS with the Clerk of Circuit Court, 520 King Street, Room 307, Alexandria, VA 22314. 703.746.4044.
- B. DEADLINE is 4:00 p.m. on the Friday two and one half (2.5) weeks prior to the Motions Day.
- C. MOTIONS DAY SCHEDULE - Motions Days are generally the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, except for the month of May (check the Court's calendar at [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt), scroll to "Calendar").
- D. WEBSITE – for Instructions, Deadlines, and Calendar - [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt).

**Motions Day Hearings During COVID-19**

- 1. REMOTE HEARINGS ONLY - Effective 7/20/2020 until further notice, and unless an exception is permitted by the Court, all Motions Day hearings will be heard remotely using Microsoft Teams.
- 2. TIME LIMIT is 25 minutes per case (10 minutes each side for argument and 5 minute rebuttal). In cases requiring more than 25 minutes but less than 2 hours, counsel should call Judges' Chambers (703.746.4123) to schedule a hearing at 2:00 p.m.
- 3. EMAIL ADDRESSES must be provided for moving party/counsel; the non-party party or counsel; and all interested parties.  
**If the moving party's praecipe or notice does not include the non-moving party's email address, it shall be the responsibility of the moving party to forward the Court's email with the Microsoft Teams meeting invitation to the non-moving party.**
- 4. MEETING LINKS and DOCKET are posted on the court's website two (2) days prior to the Motions Day. [www.alexandriava.gov/CircuitCourt](http://www.alexandriava.gov/CircuitCourt) -scroll to "Motions Day" sections.